

**Office of the Provost
Duke University
Principles Governing Internal Room Use Fees**

Effective July 1, 2011

The purpose of this document is to provide for consistency across the university's major academic units in making university facilities available to the university community. Previously, major units operated independently and with a wide array of policies and practices. This inconsistency complicated room scheduling and put undue burden on some units.

While the frame of reference in this document is the "schools," the principles outlined here are intended to apply to institutes, centers and academic and administrative support units that exercise day-to-day control of university facilities.

Development of these principles has been coordinated through the Office of the Provost with input from the Academic Financial Leadership Group and the Deans Cabinet. The principles outlined here are intended to apply to all schools of the university.

Principles

1. Schools have the right to schedule their classes and meetings in space the school controls, and to also protect a reasonable amount of space for unplanned meetings or needs of the school's, before making their space publicly available to those outside to the school.
2. Schools should make space not needed for their own classes, meetings and events available to faculty, staff and students from other schools under reasonable conditions. The opportunity to request space should be clearly documented and available through appropriate on-line scheduling tools.
3. Schools should not charge their own faculty, staff or students, other schools or other members of the university community for the use of their space and its standard furnishings and equipment. It is appropriate to charge for incremental, out-of-pocket costs for table or chair rentals, additional housekeeping, special security, etc. This provision is not intended to preclude the regularized sharing of space costs within schools which routinely allocate such costs to the department or program level.
4. Schools may charge outside groups a reasonable fee for use of their space. Permission to use university space by outside groups should only be granted consistent with Duke's official policy on the use of university lands and facilities – see http://www.provost.duke.edu/pdfs/fhb/FHB_App_S.pdf.
5. Established public event spaces that operate on a cost recovery budget model will continue to operate with reasonable fees to both internal and external users. Examples include the Washington Duke, Thomas Center, Bryan Center, Doris Duke Center, Nasher Art Museum, and the Searle Center. Members of the university community should use these established public spaces for major events when local facilities do not suffice. It is appropriate for schools to decline room requests for major events from members of the university community when such public facilities are available.